



State Of California
California Commission On Teacher Credentialing
Box 944270
1900 Capitol Avenue
Sacramento, CA 94244-2700

Telephone:
(916) 445-7254 or (888) 921-2682
Web site: www.ctc.ca.gov
E-mail: credentials@ctc.ca.gov

ADMINISTRATIVE SERVICES CREDENTIAL FOR ADMINISTRATORS PREPARED OUTSIDE OF CALIFORNIA With Elementary, Secondary or Education Specialist Teaching Preparation Program

Your **Preliminary** Administrative Services Credential has been issued in accordance with the provisions of the California Education Code.

The credential is valid for five years from the date of issuance. During your five year preliminary period, you must complete the requirements for the Professional Clear Administrative Services Credential. These requirements are listed on your credential and explained below.

Requirements for the Professional Clear Credential

1. Possess a valid Preliminary Administrative Services Credential
2. Complete a minimum of two years of successful experience in a full-time administrative position in a public school or private school of equivalent status, while holding the Preliminary Administrative Services Credential, verified by a letter from your employing agency
3. Complete **one** of the following:
 - a. obtain the recommendation of a California college or university with a Commission-approved program verifying completion of an individualized program of advanced preparation designed in cooperation with your employer and the college or university
 - b. complete a California State Board of Education-approved AB 75 Principal Training Program. Verification of program completion (Modules 1, 2 and 3) must be submitted with the individual's direct application to the Commission. Information on the Principal Training Program, including approved programs and providers, may be obtained by visiting the California Department of Education's website at www.cde.ca.gov.
 - c. meet Mastery of Fieldwork Performance Standards through a Commission-approved program. College and universities with accredited programs leading to a Professional Clear Administrative Services Credential may offer a streamlined assessment option to allow candidates to forego the course work component of the program and allow them to demonstrate their knowledge, skills and abilities through the assessment component of the program. The assessment must result in formal recommendation for the credential and the application must be submitted by the college or university that conducted the evaluation.
 - d. complete a Commission-approved alternative program based on Commission-adopted guidelines resulting in a formal recommendation from the program sponsor. The application must be submitted by the program sponsor via the online application submission process.
 - e. complete a Commission-approved performance assessment, when available

Reference: California Education Code, Section 44270.1

[Click Here for Commission-Approved Professional Preparation Programs](#) or visit the Commission's website at www.ctc.ca.gov